



Office of the Clerk

UNITED STATES DISTRICT COURT

for the

**MIDDLE DISTRICT OF PENNSYLVANIA**

**William J. Nealon Federal Bldg. & U.S. Courthouse**

**235 North Washington Avenue**

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**Peter J. Welsh**  
Acting Clerk of Court

May 10, 2018

Andre Lorenzano  
Reg. No. JA-3640  
SCI-Huntingdon  
**SPECIAL MAIL-OPEN ONLY**  
**IN PRESENCE OF INMATE**  
1100 Pike Street  
Huntingdon, PA 16654

**RE: Lorenzano v. Kollman, et al**  
**Civil Action No. 3:16-CV-2474**

Dear Mr. Lorenzano:

This letter is in response to your recent letter to the Court.

Please be advised that any matters to be considered in this case, must be in the form of a motion. The Court is unable to take any action on the basis of a letter. Please submit any future requests for relief in the form of a formal motion filed with the Clerk of Court and served on counsel for any opposing parties. Please make sure that your case numbers, as stated above, is clearly written on all documents submitted.

Sincerely,  
**PETER J. WELSH**  
**ACTING CLERK OF COURT**

s/LP  
Generalist/Deputy Clerk